



Job Announcement

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Opening Date:	May 7, 2015	Closing Date:	May 21, 2015
Job Title:	Recordation Clerk I, II, III	Position Type:	Regular Full Time
PIN:	059106	FLSA Status:	Non-Exempt
Location:	Circuit Court for Anne Arundel County Annapolis, Maryland	Grade/Salary Range:	Level I J5 \$28,973 - \$34,289 Level II J6 \$30,761 - \$36,447 Level III J7 \$32,674 - \$38,760 (Depending on Qualifications)
Financial Disclosure:	No		

Essential Functions: Provide customer service to the public in researching, copying and giving information on all Land Records documents, OCAs, Notice of Liens and Bonds. Calculates and collects fees for copies, certified copies and debit card payments using the PC cash register system. Program debit cards with credits. Compiles a check-out report at the end of each business day to be reconciled by the Fiscal department. Indexes land record instruments by using a keyboard and proofreading completed indexes. Enters hard copies into a document imaging scanner and performs first quality control to confirm a clear image and that book and page numbers are properly synchronized. Manages the flow of mail in and out of the courthouse including tracking and verification of certified mail. Prepares and issues various business licenses, passport applications, marriage licenses and ceremonies, notary and special police commissions by calculating appropriate fees, ensuring proper taxes are paid by researching, typing proper forms and collecting fees. Calculates fees and taxes using schedule of fees and making arithmetic computations. Assists the public and attorneys by providing information about land records/license and the procedures of the Clerk's office by telephone and at the counter.

Education: High School Diploma or GED.

Experience: Level I - Two years of general clerical experience.
Level II - One year of land records related experience.
Level III - Two years of document processing experience, to include one year of land records experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to understand and apply all job related codes, policies, rules and regulations. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Robert P. Duckworth, Clerk
Circuit Court for Anne Arundel County
P. O. Box 71
Annapolis, MD 21404
ATTN: Human Resources
FAX: 410-222-1395
Email: ClerksOfficeJob@aacounty.org

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.